DEPARTMENT OF THE ARMY



HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX 51 VINE GROVE ROAD FORT KNOX, KENTUCKY 40121-6202

Expires 22 June 2008

REPLY TO ATTENTION OF:

IMSE-KNX-HRA (600)

22 June 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 37-06 - Violence in the Workplace

- 1. Reference TRADOC Regulation 215-2, Violence Prevention, 8 March 1999.
- 2. A healthy, respectful workforce is the foundation for preventing violence in the workplace. I am committed to assuring that Fort Knox Soldiers, civilian employees, and family members live and work in an environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. These acts will not be tolerated, even if intended as a joke or horseplay, and will be dealt with appropriately.
- 3. Violent behavior may include gestures, bullying, making inappropriate references to guns, bringing a gun to the workplace, statements showing fascination with incidents of workplace violence, and expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the installation and subject to disciplinary actions, including removal from the federal service, criminal penalties, or both.
- 4. I expect leaders at all levels to become aware of the warning signs of potentially violent individuals and address problem behavior immediately. I will support all efforts in dealing with violent, threatening, harassing, or other disruptive behavior in the workplace and will closely monitor whether this policy is being implemented effectively.
- 5. The enclosed guide will assist commanders and supervisors when responding to reports of problems in the workplace. I am confident of your support in our commitment to a violence free workplace.

FOR THE COMMANDER:

Encl

MARK D. NEEDHAM

COL, AR

Garrison Commander

DISTRIBUTION:

C

CF:

Commanders, Fort Knox Partners in Excellence

RESPONSE TO VIOLENCE IN THE WORKPLACE Threat or Act of Violence Perceived Non-Specific Threat-Threat Specific: Violence Imminent Violence Not Imminent **Contact Military** Notify Police Supervisor Immediate Action: Immediate Action: Consult Supervisor/Leader -Notify Supervisor/Chain of Command -Restrict Access -Contact CPAC -Initiate Surveillance -Advice From SJA and EAPC -Provide Police Security -Consult Military Police -Shut Down Operations Administrative inquiry Investigation-No Probable Cause: Refer to Supervisory **Probable Cause That** Inappropriate Chain Crime was Committed: Comments/Behavior: -Physical Apprehension -Counseling -Investigative Detention -Treatment Referral -Weapons Confiscation -Disciplinary Action to **Belief Threat was** -Bar from Installation Include Removal from Specific: -Judicial Prosecution/ Federal Service Refer to Military Police Action

Encl to memo, HQ USAARMC, IMSE-KNX-HRA, 22 June 2006, subject: Fort Knox Policy Memo No. 37-06 – Violence in the Workplace